

7 May 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-22

SUBJECT : Use of Advance In-Hire Rates

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REFERENCE:

1. The referent regulation establishes the policy that an individual with no prior Federal civilian service shall be appointed at the minimum rate of the grade to which he is assigned unless:

a. The Director of Personnel approves an appointment to a higher step in an individual case; or

b. The individual is being appointed to a position within a class of positions for which the Director of Personnel has established an increased rate.

2. In past years, with shortages in many applicant categories, it became common practice for components to negotiate advance in-hire rates with individual applicants and then propose that the Director of Personnel approve such policy exceptions.

3. For several months there has been a steady increase in the availability of well qualified applicants at most levels in practically all areas of recruitment interest. Under these circumstances and with the recent pay increase, there is little justification for individual exceptions to our policy of hiring at base salary levels. Every effort must be made to establish salary agreements with applicants at the appropriate base grade rates for which they qualify.

4. Advanced in-hire rates will be approved only in exceptional cases which present unusually strong circumstances to justify such action. Any negotiations therefore involving such considerations should be undertaken only with prior approval by the Director of Personnel.

5. Representatives of the Staff Personnel Division are available to assist in resolving any questions which involve in-hire pay rates.

Robert S. Wattles  
Director of Personnel

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